



T O W N o f B R O O K L I N E

Massachusetts

Walnut Hills Cemetery Old Burying Ground

Trustees

*Abbe Cohen, Chairman
Robert Cook
Gerard Hayes
Donalda Hingston
Richard Leary
Joslin Ham Murphy*

Director of Parks and Open Space

Erin Chute Gallentine

Walnut Hills Cemetery Trustees Meeting

Wednesday, August 21, 2013

5:30pm – 7:00pm

Trustees Present: Robert Cook, Gerard Hayes, Donalda Hingston, Richard Leary,

Trustees Absent: Abbe Cohen, Joslin Ham Murphy

Staff Present: Erin Gallentine, Director of Parks and Open Space, Jessica Zarni, Parks Administrative Assistant, John Gillis, Cemetery Supervisor

Guests Present: William McDermott, Cemetery Caretaker

1. Welcome and Approve Minutes (Donalda Hingston, Acting Chair)

Richard Leary moved to approve the minutes. Seconded by Gerard Hayes. All in favor.

2. Site Walk of Ledge Meadow Burial Area & Review of Inscription Guidelines

The Walnut Hills Trustees, staff and guests went on a site walk visit of the Ledge Meadow Burial Area. The Trustees discussed interment options, plantings, burial capacity, fees and looked at the granite memorial walls. The Trustees discussed overall communication regarding the new interment options and the memorial wall Inscription Guidelines developed by Halvorson Design Partnership. The Trustees voted unanimously to approve the inscription guidelines and approved B. Cook and E. Gallentine working to incorporate the guidelines into an overall approach for marketing/communication in a clear, professional and consistent manner.

3. Sign Deeds

J. Crowley
R. Sutter
A. Colby
F. Levitan
C. Chow
S. Chow
M. Jennings

K. Hew
L. Hew
C. Mah
C. Chuu
E. Jennings
J. Ding
J. Chen

4. Old Burial Ground Update

The Historic Cook Lot fence is moving along very well. There are repairs underway to the existing granite bollards that could be salvaged, and new ones have been added. There are collars being fabricated for the new panels of the historic fence. There were patterns found in the holding tombs that had not been seen before. E. Gallentine stated that the work that has been done to date has been very detail orientated and largely funded by The Friends of the Old Burial Ground. The Friends of the Old Burial Ground has contributed fifty-four thousand dollars to date for this project and the Walnut Hills Cemetery Trustees have contributed about twenty thousand dollars. E. Gallentine stated that the entire restoration project would not be completed with that budget. B. Cook and E. Gallentine discussed the budget of The Friends of the Old Burial Ground.

Another project that is underway at the Old Burial Ground is the construction bid documents for the stabilization of the tombs. A feasibility study and preliminary assessment was completed by Structures North in 2006. Structures North is finalizing the bid documents for the stabilization effort. Bill Smith will be the Project Engineer for this project. E. Gallentine has sent comments back to Structures North from the Engineering Division and is waiting on an amended draft.

E. Gallentine reminded the Trustees that one bank of tombs is in especially poor condition and is currently stabilized by wood posts. Dorothy Baldini would like to have her Halloween event at the Old Burial Ground this year, and E. Gallentine discussed her concerns regarding the taped off area. R. Cook and E. Gallentine discussed supervision of the children and policing of the taped off area during the Halloween event.

E. Gallentine discussed the Fannins and their work to restore the monoliths and upright markers at the Old Burial Ground. The Fannins restored three significant pieces recently with the help of the Park and Open Space Division. E. Gallentine discussed the instrumental role that J. Gillis and his staff had in helping the Fannins.

6. Walnut Hills Cemetery Update

E. Gallentine stated that there was a preconstruction meeting on August 20, 2013 to discuss the roadway repairs scheduled for the Walnut Hills Cemetery. John Gillis, Michael Bartlett, and the acting Director of Water and Sewer attended the preconstruction meeting. At the meeting schedule,

scope and communication were discussed. There is intent to start work on Friday August 23, 2013. B. Cook and E. Gallentine discussed the funding for construction. E. Gallentine discussed the areas that would be under construction. B. Cook and E. Gallentine discussed the ownership of the roads within the cemetery. E. Gallentine stated that J. Gillis and M. Bartlett will ensure that the day to day operations of the cemetery run smoothly during the construction. R. Cook asked about a sense of traffic during this construction and asked about signage. J. Gillis doesn't believe there will be that much traffic, and stated that there will always be an entrance and / or exit open during the construction. E. Gallentine stated that there is \$150,000 for this phase of the roadway reconstruction project. There is currently \$50,000 in the CIP for FY15 and FY16 to be voted on by Town Meeting to continue the improvements. E. Gallentine stated that the Engineering Division estimated that it would cost \$500,000 to reconstruct all the roads within the cemetery, but the Trustees at that point did not feel the all the cemetery roads needed to be reconstructed and wanted to start with half.

E. Gallentine passed out an organizational chart to all the Walnut Hills Trustees. E. Gallentine stated to the Trustees that at the next meeting the cemetery funds, a history of revenue, and rates would be reviewed. E. Gallentine mentioned that all the Trustees need to go through conflict of interest training. R. Cook about a site visit for the Old Burial Ground. E. Gallentine stated that it is open to the public, but would be glad to meet on site and discuss the cemetery and the work completed, in progress and planned. R. Cook as about the term "Trustees" and whether its relationship was independent from the town. E. Gallentine stated that it used to be more independent, but that there was a change in the bylaws and the Trustees are now largely an advisory board.

7. New Business

No new business

8. Adjourn

D. Hingston makes a motion for the meeting to be adjourned. All in favor.

Next meeting October 23, 2013